

**FRESNO, CALIFORNIA**  
**CLASS SPECIFICATION**  
**SUPERVISING INSPECTOR**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Supervising Inspector is the fourth level in a four level Construction Inspection series. Incumbents are responsible for supervising staff and building inspection activities and operations to ensure proper enforcement of pertinent codes, ordinances, and regulations related to fire, life and health safety, accessibility, structural and nonstructural, plumbing, mechanical, and electrical elements of construction for public and private residential and commercial projects permitted within the City of Fresno. Incumbents provide advanced consulting services to architects, engineers, designers, contractors, and owners.

Distinguishing characteristics within the class are, depending upon specialized area of assignment, responsibility for supervising structural, electrical, environmental, or plumbing and mechanical system inspections.

The Supervising Inspector is distinguished from the Senior Building Inspector by its first-line supervisory responsibilities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

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| 1. | Supervises staff to include prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.  | Daily<br>10% |
| 2. | Supervises the daily activities operations in assigned area of responsibility, which includes: planning, coordinating, administering, and evaluating programs, strategies, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards. | Daily<br>10% |
| 3. | Supervises and participates in complex inspections and approves residential and commercial construction projects and properties to observe compliance with applicable combination construction plans, specifications, and codes; reads and interprets construction plans and specifications.   | Daily<br>20% |
| 4. | Receives and responds to complex questions and/or complaints from a variety of individuals and/or businesses regarding codes and regulations, inspection schedules, inspection results, and code compliance requirements, including providing consulting services to architects, engineers, designers, contractors, and owners.  | Daily<br>15% |

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
5.	Supervises the preparation and completion of a variety of forms, lists, stop work notices, and/or other related items; disseminates information to appropriate individuals.	Daily 10%
6.	Supervises the preparation and maintenance of construction and building inspection results, files, and reports.	Daily 10%
7.	Participates in/on a variety of meetings, committees, and/or other related groups to receive and convey information.	Weekly 5%
8.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- Sixty semester units of college level course work in Construction Technology, Architectural Drafting, Industrial Technology, Electrical Engineering, Mechanical Engineering, Engineering, Engineering Technology or closely related field and four years of journey level trades experience as a contractor involved in commercial or industrial construction, including one year at a supervisory level;
- OR,
- Three years of experience as a Senior Building Inspector with the City of Fresno may be substituted for required trades experience; Additional experience may be substituted for the required education on a year-for-year basis. Additional education may be substituted for the required journey level experience on a year-for-year basis up to two years.
- OR,
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

- Basic Class C License
- Certified Combination Inspector

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#### **Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Building and construction trades, methods, principles, practices and techniques;
- Documentation methods;
- Principles, policies, practices and operations in assigned area of responsibility;
- Residential and commercial construction inspection methods;
- Recordkeeping principles and practices;
- Applicable specifications, codes, ordinances, regulations and practices used in the design and construction of building, plumbing, mechanical and/or electrical installations in residential and light commercial building occupancies and accessory structures;
- Customer service policies, principles and practices.

#### **Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Using computers and applicable software applications
- Providing customer services
- Dealing tactfully with difficult people both telephonically and in person
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Analyzing, coordinating, and reviewing projects and reports
- Interpret, apply, and explain applicable building codes
- Inspecting residential and light commercial construction projects to evaluate compliance with applicable codes and regulations
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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**Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, travel and disruptive people.

**Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008